

Federal Women's Program Board

25 May 1978

9:30 a.m. Room 7D32 Headquarters

AGENDA

Introduction of New Member -

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Inputs to EEO Plan - All members

Remarks -

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Other business

Guests: DDA Working Group

Men of Quality Respect Women's Equality!]

26 May 1978

MEMORANDUM FOR: Federal Women's Program Board

ATTENTION : , Chairperson

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FROM : Omega J. C. Ware, Jr.
Director, Equal Employment Opportunity

SUBJECT : FY 79 Equal Employment Opportunity Plan

1. In all probability, the Agency's proposed Equal Employment Plan for FY 79 will be due to the Civil Service Commission by 1 August 1978. However, written guidance has not yet been issued. This memorandum, with Attachments, is for your guidance in submitting the required information to the Office of Equal Employment Opportunity for the compilation of the FY 79 Plan. All component submissions are due in this Office no later than 7 July 1978. We regret this tight deadline and appreciate the difficulty it creates for you; however, we will support your efforts in any way we can.

2. The FY 79 EEOP is, in a sense, a continuation of previous Plans, but it must also stand as a self-contained document. Please therefore review carefully the current FY 78 Plan to determine where improvements may be made, particularly with a view to realistically concentrating our efforts on achievable objectives and problem-related affirmative actions. In this regard, Part D, Report of Objectives and Action Items, of the FY 79 Plan will cover two fiscal years, that is, affirmative actions may specify target dates in either FY 79 or FY 80. This change is designed to facilitate your planning in meeting both short- and long-term goals.

3. General guidelines for addressing specific actions of the FY 79 EEOP are as follows:

Part A - Allocation of EEO Personnel and Resources

	FT	PT(%)	COST
EEO Officers			
Counselors and Investigators			
Upward Mobility Coordinator			
Other (specify by title)			

Part B - Report of Accomplishments

This section will cover three quarters of the fiscal year; however, you need to provide only the third quarter (19 April - 30 June) to satisfy the requirement. As before, the fourth quarter will be a separate report to the Civil Service Commission (CSC) in December. In addition to action items completed or ongoing, please include reasons why any actions were not met by their target dates. Statements of actions taken or not taken should be as brief as possible.

Part C Assessment Report

For each of the eight areas of concern in the FY 78 EEOP, give a brief narrative summary of your assessment, citing significant accomplishments, shortfalls, and problem areas, limited to one page per area of concern. Also describe how the assessment was conducted and who participated.

Part D - Report of Objectives and Action Items

Attachment A contains identified problem areas and related objectives. You are asked to provide specific affirmative actions with target dates and responsible officials in response to those objectives marked with an asterisk (*). Where you think appropriate, add other problem areas and related objectives. We also solicit your comments or suggestions regarding the other problems and objectives contained in Attachment A.

~~font~~ The specific format for Part D is as follows: a ~~delegate~~ ^D delegate font will be used on either a standard Mag Card II or Mag Card A. Tab settings are as follows: Objective - margin at 0; Actions - tab at 15; Responsible Official - tab at 45; Target Date - tab at 60. Neither the problem statement nor the objective should be numbered, and each page should contain no more than one objective. Each action should begin with your component title followed by a colon and the Action statement. An example of this format is included in Attachment B.

Questions concerning content in the FY 79 EEOP should be addressed to either on . If you have questions about the format, please get in touch with .

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Attachments: a/s

1. Organization and Resources

Problem: The effective conduct of the EEOP and related Affirmative Action programs cannot be accomplished because Directorates lack sufficient qualified full-time EEO Officers and staffs.

*Objective: Each Directorate is staffed with a minimum of three Directorate-level EEOP positions: an EEO Officer, an assistant and a clerical.

Problem: Some part-time EEO Officers selected solely on the basis of the administrative convenience of their primary positions lack knowledge of and commitment to EEO policies.

*Objective: Directorates and components with part-time EEO Officers satisfy their responsibility, with OEEEO support, to ensure the proper selection and training to those officers.

Problem: The DCI's EEO Advisory Panel and the Federal Women's Program Board do not effectively participate in the development and evaluation of the Agency's EEOP and Affirmative Action programs.

*Objective: Redefine and clarify the responsibilities of the DCI's EEO Advisory Panel and the Federal Women's Program Board to the Agency's EEOP and Affirmative Action programs.

Problem: There is no provision for the long-range career development of EEO specialists.

*Objective: Implement formal procedures for the cross-training of EEO and Personnel specialists in accordance with appropriate CSC directives.

2. Discrimination Complaints

Problem: Complaints are not processed within 180 days.

Objective: Process complaints within the 180 day standard.

Problem: The performance of EEO counselors and investigators is not uniformly satisfactory.

Objective: Improve the performance of EEO counselors and investigators.

Problem: Not all employees have ready access to an EEO counselor, particularly at domestic and overseas field stations.

*Objective: Ensure counselor services are accessible to all employees at all locations.

Problem: Agency regulations do not provide policy and procedures to govern the processing of individual and class-action discrimination complaints.

Objective: Publish regulations governing the processing of individual and class-action complaints of discrimination.

Problem: There is inadequate guidance provided supervisors and managers concerning the conditions that lead to complaints.

Objective: Analyze Agency complaints and routinely provide supervisors and managers with the results.

To :

From:

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Re : Activities in the Federal Women's Program Board

As a result of our recent conversation on my assignment to the Federal Women's Program Board and your role as the contact point for management, I have put together the following information: listing first, the agenda item and second, the action taken. Because this memorandum is a compilation, it is longer than the succeeding ones will be.

1. Role of Board

Frequent discussions have questioned the role of the FWPB. Still unresolved are such questions as these:

Should the Board concern itself with problems exclusive to women or should it direct its efforts to all problems of concern ^{to} Women, who may be only one element those involved?

How can the redundancy of effort on the part of the various Agency groups ^{concerned} with women's interests be eliminated?

Does the Board have a coordinating role to play among these groups? Is it one of communication only?

What responsibility does the Board have for a flow of information between management and female staff members of the Agency?

2. EEO Plan

A memo was forwarded on 10 July 78 to Omega Ware Director, EEO, concerning the FY 79 EEO Plan. The following suggestions were suggested for consideration:

1. Continuing emphasis on recruitment objectives and uniform personnel policies.
2. Establishing ~~of~~ a full-time Federal Women's Program Coordinator in the Office of EEO.
3. Considering alternatives to the establishment of a Federal Women's Program Board Working Group in the DDO.
4. Where possible, including an EEO Officer, at least in the capacity of observer, in various Agency panels, e.g. Career, Promotion, Ranking, Personnel Development Plans, etc.
5. Encouraging women to take courses in supervision and management training as part of their career development.
6. Promoting the writing of job descriptions that more accurately describe requirements for the position.
7. Improving the exchange of information among Directorates on employment opportunities in each Directorate.
8. Considering the adoption ~~of~~ the Civil Service regulation under which an employee assigned to a position higher than his current GS grade is promoted after three months of satisfactory performance in that position.
9. Recommending that Career Management Officers have prior personnel experience.
10. Developing a profile on panel rankings over the last five years to determine if women as a group have been adversely affected.

In the same memo, a statement was made of accomplishments during 1977-78, as follows:

"Members of the Federal Women's Program Board met with the DCI and presented a list of recommendations for his consideration. The Board feels that its expressions of concern had an impact and were reflected in the following:

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[] -- Uniform Promotion System

[] -- Three-Year Leave-Without-Pay Policy

"A statement in "Notes From the Director" recommending that vacancy notices be widely disseminated.

"Review of policies and procedures pertaining to the hiring of spouses on contract in overseas stations.

"Establishment of a task force to study the need for a day care center for use by Agency personnel. The Board is actively assisting the task force."

3. Federal Women's Coordinator

A memo was forwarded on 6 July 78 to the Deputy Director of Central Intelligence supporting the establishment of a full-time Federal Women's Program Coordinator and volunteering support in any selection process.

4. Day Care Center

At the 11 May 78 meeting, [] who has the responsibility for the Day Care Center feasibility survey, was given the Board's input on the necessity for such a center. It was agreed that a Day Care Center would provide valuable assistance to Agency personnel who are the parents of small children. [] survey questionnaire was ^{used} demand valid. Assurances were given of the Board's continued support.

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5. Three-Year Leave-Without-Pay Policy

A memo was prepared and forwarded to the EAG concerning Agency policy on granting three-years LWOP to a staff employee who accompanies her spouse overseas. The Board expressed concern that it was not having an opportunity to review, discuss, or advise before policy that would have a major impact on women would be made.

At its 2 May 78 Executive Advisory Group meeting, Mr. Carlucci directed OP to revise Agency policy to specify that CIA will make every effort to accommodate the desires of couples to be assigned to the field as a team. In addition, the policy will emphasize that spouses who

could not obtain field assignments with their employee-spouses will, upon return to the United States, be considered first for any vacancies which exist and for which they are qualified. The policy will also specify that components will grant additional three-year LWOP periods to such persons, provided that they are interspersed with assignments as staff employees of at least three years' duration. This requirement will be waived when the assignment of their spouses is extended for the convenience of the Agency.

6. Task Force on Sex Discrimination

[] reported a number of telephone calls on the subject of sex discrimination from both men to women, but all were hesitant to make any statement on record.

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11 May 1978

MEMORANDUM FOR: [REDACTED]

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FROM :

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SUBJECT : Comments on EEO Plan

This will confirm our conversation today regarding the Federal Women's Program Board input to the EEO Plan.

The Board would like to see all references to individual Directorates expanded to "Agency" level, as in the following:

Para 4.1.6.1 - Change DDS&T to Agency.
Also in Paras 4.2.1.2, 4.2.1.3, 6.1.1.5, 6.1.1.7, 7.2.2, 7.2.3.1.

Para 1.2.1.5 and 1.4.1 - We feel the terminology should mention specifically the Federal Women's Program Board. If the terminology Women's Groups is used, it would be understood to include the Federal Women's Program Board, the Directorate Working Groups, the Secretarial MAG, and any other groups established to represent women's interests.

Para 1.4.1.1 - Again the wording might more properly be changed to read "Federal Women's Program Board and the Directorate Working Groups".

For your information, the following objectives have been suggested for consideration for next year and will be discussed further before submission to your office:

1. ^{dir} The Board would like to see) continuing emphasis on recruitment objectives and uniform personnel policies.

2. Establishment of a full-time Federal Women's Program Coordinator in the Office of EEO.

Consider alternatives to

3. ~~Establishment of a Federal Women's Program Working Group in the DDO.~~

4. Include an EEO Officer, at least in the capacity of observer, in various Agency panels, e.g. Career, Promotion, Ranking, Personnel Development Plans, etc.

5. Develop programs to prepare employees, particularly women and minorities, for supervisory positions.

6. Promoting writing of job descriptions that more accurately describe requirements for the position.

7. A better exchange of information between Directorates on employment opportunities. This should benefit women and minorities.

8. Reconciling the "Merit System" (how the employee performs in the job) with "Value to the DDO Service" which is a subjective evaluation.

9. Consider adoption of the Civil Service regulation under which an employee assigned to a position higher than his current GS grade is promoted after three months of satisfactory performance.

10. Recommend that Career Management Officers have prior personnel experience.

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*promotion system
notice*